

MORCOTT PARISH COUNCIL
Planning protocol

CLERK

1. The Parish Clerk sends out an e-mail to notify councillors of Planning Application with the appropriate reference number, and suggest they look on RCC's website to view the application.
2. Clerk delivers hard copy of Planning Application to the Planning Committee Chairman.
3. The Clerk will request initial comments from the councillors by a set time and date. (MPC's response needed within 20 days of receiving original paperwork: Clerk may ask for extension to this time, if needed.)
4. Following Councillor's responses and/or site meeting (see below) Clerk will submit a reply based on the decision reached by the councillors, and will either approve the application or reject the application with the reasons for rejection.

COUNCILLORS

1. Councillors view the Application online and ask to see the hard copy if necessary.
2. Initial comments from councillors will be along the lines, NO OBJECTION; OBJECTION; WOULD LIKE A MEETING TO DISCUSS; WOULD LIKE A SITE MEETING & DISCUSSION.
3. The Planning Chairman will receive the initial comments from the Clerk and will decide from the majority opinion whether to hold a meeting /site meeting or reply to the application without.
4. If a meeting is requested by the majority the Planning Chairman will ask the Clerk to arrange a meeting, and if a site meeting is needed, will inform the applicant / agent.
5. If a meeting is not needed the Clerk will submit an appropriate reply based on the majority decision reached.
6. If a meeting/site meeting is held, the Clerk will be present and will take notes if necessary and if needed he will ask the applicant / agent questions raised by the councillors in connection with the application.
7. Whether or not there is a meeting held, the councillors when considering the application should base their decision on the application that is before them, i.e. Papers and plans. Furthermore there are certain points, which should be considered, **these are outlined in Planning Guides**. These points should be used as a guide to making a decision particularly if the application is to be rejected, and should be quoted in the rejection.